SYSTEMS PROJECT SUPERVISOR

NATURE OF WORK

This is advanced level, highly technical work performing the duties of a "project manager" which includes supervising a team of Systems Analyst/Programmers in the completion of new data processing systems as well as the maintenance and modification of existing systems.

Work involves responsibility for coordinating and monitoring the work performed by subordinate technical personnel in the development, maintenance, modification and implementation of data processing systems. An employee in this classification exercises considerable independent judgment in the performance of assigned duties. General supervision is received from the Systems Coordinator with work being reviewed for conformance with established departmental policies and procedures through reports, conferences and attainment of goals. Supervision is exercised over subordinate Systems Analyst/Programmers assigned to the project team.

EXAMPLES OF WORK PERFORMED

Coordinates and monitors the development of data base requirements for new and modified systems design in order to determine if they meet the guidelines established by the Information Services Division.

Schedules, directs and evaluates the work of subordinate technical personnel in order to ensure that the various activities involved in the completion of the project are proceeding according to schedule; assists personnel assigned to various projects with the more difficult aspects of systems analysis and program development.

Evaluates long range administrative data requirements of customers; recommends to administrative superior revisions in standard, guidelines, hardware, software and training techniques.

Develops, monitors and ensures that applications software is developed and implemented in a fashion that is easily maintained and operates in an acceptable manner.

Interacts with Information Services management, customers and policy committees so that systems are developed to meet the customer's need.

Performs all duties within the established policies, standards and guidelines of the Information Services Division.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of research techniques, methods and procedures.

Thorough knowledge of the principles, methods and techniques of computer programming languages used in data processing.

Thorough knowledge of office procedures, equipment and methods of systems analysis.

Thorough knowledge of principles and techniques of program planning, computer programming and processing, including direct access programming and control requirements.

Thorough knowledge of software development methodologies.

Ability to plan, direct and evaluate the work of subordinate Systems Analyst/Programmers and other technical personnel.

Ability to analyze problems and to organize their component parts into logical systems.

Ability to exhibit independent judgment and initiative in analyzing data processing systems and to make sound recommendations and modifications.

Ability to utilize technical manuals relating to programming languages, system operations and data base management.

Ability to communicate effectively both orally and in writing.

Ability to effectively manage multiple responsibilities concurrently.

Ability to establish and maintain effective working relationships with co-workers, subordinates, customers and the general public.

Ability to implement application systems in a structured environment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by vocational or college level course work in systems analysis and programming and thorough experience performing complex programming and/or complex systems analysis and supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by vocational or college level course work in systems analysis and programming, and considerable experience performing complex programming and/or complex systems analysis and some supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____   _____
                        Department Head   Personnel Director

2/89
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